

Memorandum

DATE: **September 17, 2014**

WAP Memorandum 008

REPLY TO

ATTN OF: **Robert C. Adams, Supervisor**
Weatherization and Intergovernmental Program Office

SUBJECT: **Quality Management Plan – DRAFT Grantee Knowledge, Skills, and Abilities (KSAs)**

TO: **Weatherization Assistance Program (WAP) Grantees**

The Quality Management Plan (QMP) group, made up of a cross section of Grantees, Subgrantees, and Federal staff, has developed this initial draft outlining the knowledge, skills, and abilities (KSAs) necessary to carry out various tasks related to performing the role of a Grantee. DOE is releasing these draft KSAs for discussion purposes only, to ensure this is not misinterpreted as being a policy document the attachments are watermarked accordingly.

The attached materials have been drafted as part of the QMP – outlining what a subgroup of Grantee, Subgrantee, and Federal staff believe are necessary to effectively manage the administrative, programmatic, and technical aspects of the WAP.

The attachment reflects the Grantee role broken out into 3 separate function areas:

- WAP Program Manager – Responsible for all programmatic elements and oversight responsibilities related to the technical and administrative/financial elements; serves as liaison to the Federal WAP staff
- WAP Technical Manager – Works in coordination with the WAP Program Manager and oversees the technical elements of the WAP
- Non-WAP Specific Functions – Works in coordination with the WAP Program Manager on elements necessary for Grant compliance that extend beyond one program (for example, citizenship/eligibility for employment, insurance, financial procedures, etc.)

The group recognizes these three roles are not indicative of the separation of duties for WAP Grantees – in many locations the same person may perform both the programmatic and technical function; in others, there are many individuals performing functions within each of the roles. As such, the list of KSAs may feel repetitive but it is to ensure where certain tasks are isolated and assigned to separate staff, the necessary KSAs follow the task accordingly.

Grantees are invited to review the attached KSAs and provide comments/feedback to your respective Project Officer or Holly Ravesloot holly.ravesloot@ee.doe.gov by October 2, 2014. DOE's aim is to work with the group to refine this document, taking into account the network feedback, and make this available to assist Grantees in identifying possible areas where training may be valuable for the Grantee staff. Once this document is finished, DOE will work with the group to undertake a similar exercise specific to the Subgrantees.